

Spec. Code: 0545  
Occ. Area: 04  
Work Area: 078  
Prob. Period: 6 mo.  
Prom. Line: None  
Effective Date: 04/24/96

## **MAIN DESK ATTENDANT**

### Function of Job

Under general supervision from a designated supervisor, to provide informational services and sell miscellaneous articles to the general public at a central location or facility.

### Characteristic Duties and Responsibilities

1. sells candy, cigarettes, cigars, newspapers, magazines, and other merchandise available at the main desk
2. issues change for operating unit operations
3. cashes checks
4. provides information regarding the operating unit, campus, and local community
5. registers, posts charges, and checks out guests for the operating unit guest rooms
6. supervises assigned student employees
7. receives for safekeeping and issues cash boxes used for facility and student organizations
8. sorts incoming and outgoing mail and sees that it is delivered promptly to the office addressed
9. receives and checks billing on merchandise and news deliveries
10. receives and relays telephone messages for guests using operating unit facilities
11. takes guest room and dining room reservations
12. issues keys, playing cards, chess sets, and similar items for use by students and staff
13. prepares change and daily cash reports
14. receives payments on account from customers of the operating unit
15. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to work with students and deal with the public
2. accuracy in handling money and making cash reports